



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>October 1, 2011</u>		Total Internship hours at the start of the month:	408
Week	Functions	Description	Hrs
1	Week's Activities	Recommend and demonstrate use of appropriate technology resources to promote safe and healthy use of technology. This will be accomplished via email, class website, professional development, in-class support, video tutorials, and upon teacher request. (3 Hours) Create, maintain, and update the Campus Instructional Calendar using Google Calendar. Develop a flexible schedule for technology integration that allows me to provide in-class support on a regular basis. Collaborate with staff on calendar contents and provide staff development on how to use and implement the contents on the calendar. Develop and implement activities that will allow our campus to improve on technology use through a flexible schedule. (2 Hours) Provide job-embedded training and provide on-going, in-class support to teachers. (3 Hours)	8
	Standard/Indicator	TF-VI.D; TF-VIII.B; TF-III.C	
	Communication with Site Mentor	Face-to-Face and Email	
2	Week's Activities	Use resources from the District & Region 10 to support ongoing professional growth related to technology. (3 Hours) Locate and disseminate current research in educational technology and campus vision. Collaborate with staff and stakeholders to create a campus vision that provides ownership and buy-in. (2 Hours)	6

		Provide professional development for campus staff on StarChart. Assist teachers with completing the Texas StarChart. Review the Acceptable Use Policy (AUP) & Copyright Laws with campus. (1 Hour)	
	Standard/Indicator	TF-V.A; TF-VIII.A; TF-VII.B	
	Communication with Site Mentor	Phone, Email, and Face-to-Face	
3	Week's Activities	Design and create a digital instructional units for students. Units will teach about copyrights, CyberBullying, and how to appropriately communicate in digital environments. <i>On the Spot</i> videos will also be created to reinforce Core Curriculum. (4 Hours) Provide job-embedded training and provide on-going, in-class support to teachers. (3 Hours)	7
	Standard/Indicator	TF-V.C; TF-III.C	
	Communication with Site Mentor	Face-to Face & Email	
4	Week's Activities	Technology Integration Mentor: Support, develop, facilitate, and use Web 2.0 technologies in order to provide mentoring and integration of technology on our campus. Research, identify, model, and apply concepts and methods to integrate technology into Core Curriculum. Discuss, evaluate, and integrate 21st Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with students, staff, district, and community on technology integration and related issues to technology. (8 Hours)	8
	Standard/Indicator	TF-VI.C	
	Communication with Site Mentor	Face-to Face & Email	
5	Week's Activities	Create staff and parent email groups in order to communicate with parents and staff. Send out weekly emails to parents and staff. (2 Hours) Meet regularly to discuss research-based decision-making, appropriate projects and goals. Implement projects to improve classroom & campus technology integration. (2 Hours)	4
	Standard/Indicator	TF-VI.A; TF-V.B	
	Communication with Site Mentor	Face-to-Face, Phone, Text Messages, and Email	

Amy Zbylut

ET8026 Cohort 16

November 1, 2011

Hours worked this month:	33
Total Internship hours to date including this month:	441